

December 22, 2023

Ballad Health requests the submission of proposals for building design and construction contract administration services needed for interior renovations for a new outpatient center project at Lonesome Pine Hospital.

The attached request for proposal outlines specific submittal expectations. Each prospective should follow the details outlined for responses.

All responses by the design team shall be submitted as outlined in the RFP and received by Ballad Health Facilities and Construction, 108 Woodlawn Drive, Johnson City, TN 37604 no later than February 16, 2024.

All correspondence pertaining to this proposal should be directed to my attention at:

Brent Fugate
Ballad Health Facilities and Construction
108 Woodlawn Drive
Johnson City, TN 37604

If you have any questions, please contact me via email at:

Brent.Fugate@balladhealth.org

Regards,

Brent Fugate

Request for Proposals For:


Lonesome Pine Hospital Outpatient Center



Confidentiality

This RFP, including all related materials, communications, submittals, and other correspondence are hereby deemed confidential information. By accepting this RFP, recipients agree not to disclose any information contained herein to any third-party without prior written approval of an authorized representative of Ballad Health.

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Introduction / Project Description

Ballad Health (Ballad or Owner) is an integrated healthcare system serving 29 counties of Northeast Tennessee, Southwest Virginia, Northwest North Carolina and Southeast Kentucky. Our system was created to improve the health of the people we serve.

Ballad Health operates a family of 20 hospitals, including three tertiary medical centers, a dedicated children's hospital, community hospitals, three critical access hospitals, a behavioral health hospital, an addiction treatment facility, long-term care facilities, home care and hospice services, retail pharmacies, outpatient services and a comprehensive medical management corporation.

Ballad intends to renovate two floors at the existing Lonesome Pine Hospital located at 1990 Holton Avenue E, Big Stone Gap, Virginia to include the following enhancements (collectively referred to as the "Project"):

The proposed outpatient center will contain: Physical Therapy, Primary Care, Spine & Rehab and Sport Medicine with all required support spaces.

In addition to a substantial capital investment from Ballad Health, this project is the recipient of HRSA grant funding.

The architectural firm that is awarded the contract will be engaged as the "Owner's Representative" for the project. As the Owner's Representative, in support of Ballad, will work closely with the construction firm to ensure that the project is coordinated and meet the criteria/needs of Ballad Health. They will also oversee that the project is completed on time and within budget.

Ballad is seeking proposals from architectural firms interested in providing building design and construction contract administration services for this project, which includes engineering and interior design services.

Direct contact with any other party within Ballad, regarding this project during the RFP process is prohibited. Any questions regarding the Project or this RFP should be directed, by email, to Ballad as outlined below:

Ballad Health



Attn: Brent Fugate
108 Woodlawn Dr.

Johnson City, TN 37604
Phone 423.431.7782

Brent.Fugate@Balladhealth.org

Nondiscrimination

No person shall be excluded from consideration for participation in the Project or discriminated against on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state or local law.


Scope of Services

The selected firm's involvement in the Project will begin upon selection and execution of the contract. The successful firm will be asked to provide their proposed fee percentage for architectural services, engineering services and interior design services. Ballad intends to contract with the selected architecture firm under the terms of a highly modified version of AIA Document B101 – 2017, owner – architect agreement. A draft of this agreement is attached.

Ballad Health is seeking proposals from Healthcare Architectural and Engineering Firms to provide programming, space planning, design and construction administration services for this project. This will need to include interior design services to provide a complete package for bidding purposes. Our plan is to sign a contract with a single architectural firm to cover all services as noted above and outline in AIA Document B101-2017. Medical equipment planning will be performed through Ballad Health, cut sheets will be provided. This information needs to be included in the construction documents and coordinated with all vendors to provide electrical, mechanical, plumbing and all other necessary support required for equipment to perform as designed.

In regard, to third party vendors (owner provided services), this work will be performed through Ballad Health in a separate contract. This work will need to be coordinated with the documents and with the selected general contractor.

These services pertain to the following:

- Medical Equipment Planning
 - Signage/Artwork
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- Furniture
- Data/Access door control

As part of this proposal, the selected Architectural Firm will assist the owner in the review of construction management proposals, provide presentations & renderings as needed, assist in Construction Management Firm presentations/interviews and final selection.

Submission Requirements and Scoring


The RFP will be reviewed by a committee using the score sheet in exhibit B. Committee members will review each of the below sections and award a point value based upon the section response. Some sections will be weighted heavier than others as they pertain to the specific needs of this project. Point values are below. A perfect score will be 100 points. Great consideration will be based on each firm's qualifications and experience.

Company Profile/Background:

- Year Founded
- Principal Owners
- Office Locations – Specify which office will service this project
- Healthcare Design experience and Healthcare Team Leadership

Example of Firm's work experience in related medical/healthcare

Project, please include the following:

- Project Name
 - Project Location
 - Year Completed
 - Project Size (sf) and specific components
 - Project Budget
 - Key Project Personnel
- 

- Client Reference if possible

Proposed Project Team, identify key personnel including resumes:

- Principal-in-Charge
- Project Architect/Designer
- Support Staff
- Consultant Team – Structural, Mechanical, Plumbing, Electrical and Interior Design (For In-house services, identify key personnel, experience/resumes who will oversee scope of work. For additional consultants needed, identify key personnel, experience/resumes as well.

Project Plan Narrative, provide discussion/responses to each as noted below:

- Proposed company/workflow approach to in-person / virtual meetings.
- Prospective healthcare design trends and best practices that you plan to incorporate within this project. Lesson learned from past project that will aid in delivery of this project.
- Approach to working with clinical leadership to ensure a functional design.
- Approach to providing new (MPE) systems while working with an existing infrastructure (MPE), steps necessary to ensure an efficient and successful design.
- Provide design schedule, showing all phases of design through construction document completion.
- Provide feedback (concerns or opportunities to improve) on the included preliminary schedule.
- Provide any comments on the attached, modified AIA Document B101-2017.

Fee Proposal - identify fee structure, reimbursables, billing milestones and additional services not included.

- Fee for scope of services – stated as a Percentage of Construction
- 

Cost

- Billing Milestones and Corresponding Percentage Billing
 - Programming
 - Schematic Design
 - Design Development
 - Construction Documents
 - Construction Administration
 - Substantial Completion/Close out
- Identify Billing Rates/Structure for any Additional Services
- Estimated Reimbursable Expenses (to be reimbursed at cost, no markup)

Instructions to Candidates

1. Candidates shall provide three (3) hard copies of their proposal to the address noted below, along with an electronic version in pdf format to Nick Robinette nick.robinette@balladhealth.org and Brent Fugate brent.fugate@balladhealth.org. Please provide your responses on or prior to Tuesday, February 26, 2024 by 2:00 pm EST.
2. Questions, request, inquires and/or clarifications shall be submitted to Brent Fugate brent.fugate@balladhealth.org by the date specified in schedule noted below. Questions submitted after the specified date in this RFP will not be addressed.
3. At any time prior to the proposals due date, Ballad may, at its sole discretion, modify the RFP in writing by issuing an addendum to the RFP. Copies of any addenda issued will be sent by email to all candidates who have received the RFP from Ballad. Any communication by Ballad to each candidate that is not issued by formal written addenda shall not be legally binding and is highly discouraged.
4. Clerical or similar errors in this document are subject to correction.
5. Ballad may, at its sole discretion, extend the proposals due date by issuing a formal written addendum in which case all rights and obligations of Ballad and proposed candidates previously subject to the original proposals due date shall there forth be modified to the new

established due date.

6. A Candidate may withdraw their proposal after submission only if the notice of withdrawal is received in writing by Ballard prior to the proposal due date.
7. No proposal shall be withdrawn past the proposal due date.
8. Ballard reserves the right to cancel this Request for Proposal and reject all submissions at any time prior to a selection. Ballard shall have no obligation to furnish a statement for the reason why a candidate was or was not selected. Should Ballard determine that only one statement of qualification is responsive or that the one candidate is clearly more highly qualified than the proposed candidates, a contract may be negotiated and awarded to that candidate.

We appreciate your time and consideration in review and preparation of your Proposals.

Brent Fugate

Ballad Health

108 Woodlawn Drive, Suite 200A

Johnson City, TN 37604



RFP Schedule

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|---|--|
| RFP Distributed/Posted | Friday, December 12, 2024 |
| Deadline for Questions | Thursday, March 8, 2024 |
| Responses to Questions Issued | Monday, March 20, 2024 |
| Proposals due | Tuesday, February 16, 2024 by 2:00 PM EST |
| Selected Firm Notified/Possible Interviews (Tentative) | Week of February 19, 2024 |

Exhibits:

- a. Ballad Proposed Schedule
- b. Ballad Scoring Sheet
- c. Modified AIA B101-2017
- d. Existing Floor Plans 1ST & 2nd



Exhibit A – Proposed Schedule

| | Duration | Start Date | Finish Date |
|-----------------------------------|---------------|------------|-------------|
| RFP Process | Calendar Days | | |
| RFP Distributed/Posted | 36 | 1/12/2024 | 2/16/2024 |
| Deadline for RFP Questions | 19 | 2/19/2024 | 3/8/2024 |
| Deadline for Question Responses | 5 | 3/11/2024 | 3/15/2024 |
| RFP Responses Due | 3 | 3/18/2024 | 3/20/2024 |
| Selected Firm Notified | 5 | 3/21/2024 | 3/25/2024 |
| Write Contract & PO | 45 | 3/26/2024 | 5/10/2024 |
| Design & State Approval | | | |
| Schematic Design | 30 | 5/13/2024 | 6/11/2024 |
| Design Document Development | 31 | 6/12/2024 | 7/12/2024 |
| Construction Document Development | 89 | 7/15/2024 | 10/12/2024 |
| State Approval Process | 45 | 10/14/2024 | 11/27/2024 |
| Bid Process | 22 | 11/28/2024 | 12/19/2024 |